



ILLINOIS EMERGENCY MANAGEMENT AGENCY

Bruce Rauner
Governor

James K. Joseph
Director

Public Assistance Program

Applicant Post-Declaration Checklist

- Attend applicant's briefing
 - Take [Federal Employer Identification Number \(FEIN\)](#) and [Data Universal Numbering System \(DUNS\)](#) numbers with you to briefing.
 - Each organization must have an active registration on the System for Award Management (SAM) to be eligible for a Federal grant or award. Go to www.SAM.gov to register or update your organization's registration. The SAM periodic update requirement (expiration) date must be entered on the [Public Assistance Grant Agreement](#).
 - Complete and submit [Request for Public Assistance \(RPA\)](#). RPAs must be submitted to IEMA within 30 days from the declaration date.
 - Complete and submit [Public Assistance Grant Agreement](#) to IEMA. If an organization can't submit the *Public Assistance Grant Agreement* at the applicant's briefing, they should complete and mail the *Public Assistance Grant Agreement* to IEMA as soon as possible. Funding cannot be provided to any applicant without a completed and accepted *Public Assistance Grant Agreement*.
 - Maintain copies of [Public Assistance Program Applicant Handbook](#) and Fact Sheet for future reference.
- Attend Kickoff Meeting and Prepare PWs
 - Bring documentation on damages, costs, insurance, procurement, etc.
 - Work with FEMA to prepare Project Worksheets (PWs).
 - Thoroughly review PWs prepared by project specialist before they are submitted to Joint Field Office (JFO) for final review.
 - An organization must have a minimum of \$3,050 (FFY16) of eligible costs for a PW to be prepared by FEMA.
- Sandy Recovery Improvement Act
 - On January 29, 2013, President Barack Obama signed into law the Sandy Recovery Improvement Act (SRIA) of 2013. The law authorizes several significant changes to the way FEMA may deliver federal disaster assistance.
 - Additional information on SRIA and the alternative procedures available at <http://www.fema.gov/sandy-recovery-improvement-act-2013>

- FEMA Approves PWs and IEMA Processes Payments
 - General
 - IEMA will provide a copy of approved PWs to the applicant.
 - Thoroughly review PWs approved by FEMA. Notify IEMA of any errors or omissions in PWs within 60 days.
 - Create a file for each PW to store original copy of PW and supporting documentation.
 - Small Projects
 - The Federal share of all small project PWs (less than \$121,800 for FFY16) will be paid by IEMA at the time of approval.
 - Keep documentation to support small project costs as work is completed.
 - Large Projects
 - The Federal share of all large project PWs (\$121,800 or more for FFY16) will be paid as eligible work is completed and supported with documentation.
 - If work was completed and documented at the time the PW is approved by FEMA, IEMA will process an initial Federal share payment for these costs. The remaining funding will be provided as requested and supported by the applicant. To request funding, the applicant must:
 - Complete and submit a [Request for Payment](#) form to IEMA.
 - Provide copies of actual cost documentation (e.g. bills, invoices, payroll records, equipment records, contracting documents) to support the costs being claimed.
 - FEIN Certification
 - If an organization has not received a payment from the State of Illinois within the past year, the [Office of the Comptroller](#) may require the organization to complete and submit a current [W-9 Form](#) to certify their FEIN.
- Complete PW work
 - All work must be completed according to the PW scope of work. Any changes in the PW scope of work must be approved by FEMA prior to starting the work.
 - Applicants must properly procure professional and contract services according to [2 CFR, Part 200.317 - 200.326](#) and State requirements (see PA Applicant Handbook). Provide copies of procurement documentation (e.g. advertisement for bids, bid documents, bids received, bid tabulation, notice of award) to IEMA before starting work.
 - Each PW has a performance period, depending on the type of work.
 - The performance period for emergency work (Categories A-B) PWs is six (6) months from the declaration date. This period may be extended by

IEMA for up to an additional six (6) months, for a total of 12 months to complete the work.

- The performance period for permanent work (Categories C-G) PWs is 18 months from the declaration date. This period may be extended by IEMA for up to an additional 30 months, for a total of 48 months to complete the work.
- Complete and submit a [Time Extension Request](#) form to IEMA to request an extension of a PW's performance period.

- Report on the Progress of PWs

- For subgrants, where the total Federal share approved under PWs is more than \$25,000, the applicant must report quarterly on the progress of all PWs under the subgrant.
 - Complete and submit a [Quarterly Progress Report](#) form to IEMA by the 15th of January, April, July and October.
 - *Quarterly Progress Reports* must be submitted until all PWs under the subgrant are 100% complete and the full Federal share has been paid.

- Close Large Project PWs

- Large project PWs must be closed by FEMA
 - Applicant must complete and submit a [Large Project Closeout Request](#) form to IEMA asking for the large project PW to be closed.
 - Please explain and provide cost documentation to support any additional funding being requested.
 - Final cost documentation must be provided for the costs being claimed to close the PW.
 - If the applicant is required to obtain insurance on the facility, a copy of the insurance policy must be provided as proof of insurance.

□ Close Subgrant

- All work under PWs has been completed and the applicant has received the appropriate Federal share payment.
- Complete and submit a [Subgrant Closeout Certification](#) form to IEMA.
- IEMA will perform a final review of the subgrant file and issue a letter closing the subgrant.
- IEMA will process a final payment for any remaining costs requested.
- The applicant must maintain all subgrant records for three (3) years from the date the subgrant is closed.

IEMA's Public Assistance Program Applicant Handbook provides information on how IEMA administers the Public Assistance Program in Illinois. You can review or download a copy of this handbook at

<http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplcAntHandbook.pdf>.

FEMA's Public Assistance Program and Policy Guide replaces many of the former PA guidance documents and is effective for declarations on or after January 1, 2016. You can review or download a copy of this guide at http://www.fema.gov/media-library-data/1447547884514-ca8a60051e18cca2d85f32f650fbfc32/PA_Program_and_Policy_Guide_FINAL.pdf.

Additional information on the Public Assistance Program is available at <http://www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx>. If you have questions regarding the Public Assistance Program, you can contact the IEMA Public Assistance staff at (217) 782-8719 or PA.Grants@illinois.gov.